

# Food Trucks & Food Vendors for Special Events

**The City of Auburn requires that all vendors selling food obtain a business license from the City Clerk's office.\***

If you are organizing an event, or if you are a vendor, please know the following:

- **A vendor must have a food license from the State, *in addition* to the City's food license.**
- **If a vendor has a food license issued from another City, it is not transferrable to Auburn. If an event will be held in Auburn, the vendor must obtain a license from the Auburn City Clerk's office.**
- **Planning is essential!** –Food trucks/food vendors require an inspection from the Fire Department. Please submit the license application to the City Clerk's office at least 2 weeks before the scheduled event. We cannot accommodate applications received less than two weeks before the event.

Please contact us at (207) 333.6600 x 1121 or x 1124 or visit [www.auburnmaine.gov](http://www.auburnmaine.gov) for more information!

\* **Exemptions:** Persons selling, exclusively, farm, dairy, orchard or fish products of their own production shall not be required to obtain a local license. Producers, growers, and processors of local food or food products in the city are exempt from licensure and inspection with respect to their provision or sale of local food and food products to consumers within the local food system of the city.



# Auburn Fire Department

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## FESTIVALS – EVENT SITES – FOOD VEHICLES

### General Fire Safety Rules

1. Proof of inspection of all booths, tents, propane tanks, portable generators, charcoal grills, electrical appliances, fire extinguishers, and any other festival structure or equipment.
2. Placement and inspection of booths, tents, and other structures to assure that they provide:
  - a. Access for emergency vehicles;
  - b. Access to fire hydrants;
  - c. Unobstructed public ways to allow free escape at all times;
  - d. Means of egress from booths, tents, and other festival/event structures;
  - e. Fire extinguishers with a minimum 2A:20-B:C rating (K for solid fuel) with current inspection tag;
  - f. Proper clearances between cooking appliances, the public, and a public way;
  - g. Assurance that vendors and employees of vendors are familiar with festival site rules.
3. Whenever tents, commercial generators, propane or solid fuel are to be used at an event, these may require a fire-safety inspection; and/or a city/state safety inspection.

**ALL OPERATIONS SHALL BE CONDUCTED IN A SAFE MANNER,  
CONSISTENT WITH NATIONALLY-RECOGNIZED GOOD PRACTICES.**

*All vendors should be aware that the Fire Inspector will inspect the site prior to the opening of the festival/event and that all requirements stated herein are the responsibility of the vendor and must be met **before** the festival/event begins **or the vendor will not be allowed to open for business**. If, during the course of the event, a subsequent inspection determines that there is a violation of any of these conditions -- the vendor's business will be closed until such time as the proper corrective measures have been taken and re-inspection by the Fire Inspector (or designee) confirms said compliance with requirements stated herein.*

## **Tents/Booths (Tents, Canopies and Membrane Structures)**

1. **All tents and flap material** shall be manufactured from inherently flame-resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material.
2. **All vendors'** booths, tents, propane tanks, portable generators, charcoal grills, electrical equipment, appliances, fire extinguishers, or any other festival structures or equipment shall be subject to inspection by the fire department prior to the start of or at any time during the event.
3. **Booths** shall be placed in such a way to allow access to fire hydrants for fire department vehicles and to provide for unobstructed ways of travel at all times to permit free escape from any point of danger, in the event of fire.
4. A **Fenced** outdoor assembly occupancy shall have not less than two remote means of egress from the enclosure in accordance, unless otherwise required by one of the following:
  - a. If more than 6000 persons are to be served by such means of egress, there shall be not less than three means of egress.
  - b. If more than 9000 persons are to be served by such means of egress, there shall be not less than four means of egress.
4. **Extinguishers** shall be located in areas that are conspicuous and easily-accessible. All employees working in the booth or tent shall be trained in the proper use of fire extinguishers. At the time of site inspection, all fire extinguishers shall bear a current inspection tag validated within the past twelve months OR the vendor must produce a receipt of purchase dated within the past 12 months.
  - a. Cooking booths or any booth using a liquid or gas fuel source shall have a minimum 2A:20-B:C fire extinguisher accessible in the open and ready for immediate use;
  - b. Cooking booths using a solid fuel source shall have a minimum Class K extinguisher for solid fuel fire preferably in the booth, but a maximum of 30 feet away at all times;
  - c. Cooking booths that have a deep fat fryer shall have a "K" rated fire extinguisher within 30 feet of the booth at all times;
  - d. In all cooking booths, it is recommended that there be a 2A:20-B:C extinguisher and a "K" extinguisher, preferably located within the booth but never more than 30 feet away.
  - e. Any booth or tent with a posted occupancy of over 50 persons shall have a 2A:20-B:C extinguisher centrally located within 75 feet from all areas within the booth/tent.
5. **Cooking appliances** shall be isolated from the public by at least 10 feet or with a suitable barrier placed between the cooking device and the public. Cooking appliances shall be installed per the manufacturer's instructions. Non-U.L.-listed appliances shall have clearances of not fewer than 36 inches at the back and sides; and not fewer than 48 inches in the front.
8. **Smoking** shall not be permitted in tents, canopies, or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.
9. No **open-flame cooking** inside any tent. Any cooking must be done at least 20' from any other tent.

### **Propane (LP Gas)**

#### **\*\*Outside use only\*\***

1. Propane tanks shall be placed a minimum of 5 feet from sources of ignition; outside of tents or other structures; and must be secured to an immovable object with a chain or ratcheting tie-down (no bungee cords) to prevent tanks from being tipped over. Propane tanks on grassy areas shall be chained or securely attached to stakes which are driven into the ground. Propane tanks located on pavement shall be securely attached to an immovable object.
2. LP hose shall be designed for a working pressure of 350 psig (2.4 MPag); shall be continuously labeled as “LP\_GAS, PROPANE, 350 PSI WORKING PRESSURE”; and shall be continuously labeled with the manufacturer’s name or trademark.
3. Propane tanks, hoses, and fittings shall be free from leaks. Propane tanks, hoses, and fittings are subject to inspection by the fire department at any time.
4. Only rigid black pipe or rubber hoses stamped “Approved for LP Gas” shall be used to transport gas from tanks to appliances. In NO CASE shall copper piping be used. Rubber hose shall be kept off the ground and be protected from physical damage. The first connection from the regulator on the tank shall be of the flexible rubber type.
5. “No Smoking” signs shall be posted when required by the fire department official.
6. LP gas shall not be used for the purpose of operating devices or equipment unless such device or equipment is approved for use with LP gas.
7. Protection from vehicles: Guard posts or other approved means shall be provided to protect storage tanks and connected piping, valves, and fittings that are subject to vehicular damage.

### **Charcoal – Wood (solid fuel) Cooking**

#### **\*\*Outside use only\*\***

1. Charcoal appliances shall be placed in an open area, a safe distance away any tent or structure.
2. Charcoal appliances shall be installed on noncombustible surfaces, and be properly supported and protected.
3. Only approved charcoal lighter fluid shall be used to start the fire. Once the fire is ignited, lighter fluid shall be removed from the booth and stored properly – a minimum of 50 feet away. Charcoal chimneys that do not require starter fluid for starting an appliance are acceptable – and recommended.
4. If any charcoal or wood appliance is in use, the user shall have a Class “K” fire extinguisher for solid fuel (with a current inspection tag affixed to it) within reach of the appliance.

## **Generators**

### **\*\*Outside use only\*\***

1. All temporary power shall be permitted and inspected prior to being utilized at the event.
2. Generators must be listed with tags on the unit; located on the ground; and isolated from any vehicle or structure -- according to manufacturer's instructions.
3. Distribution boxes must be unmodified, commercial-type with ratings label; use proper (unmodified) cables between distribution boxes; and use an unmodified generator per NEC.
4. All commercial generators must be grounded with a 6ga copper wire which is terminated to an 8' copper rod driven into the earth. Any alternatives to these grounding standards must be approved by a licensed electrician. Small, portable generators may **only** be positioned on the earth -- unless grounding need is determined by a Code official (per NEC).
5. 15 and 20 AMP receptacles shall have GFCI protection.
6. Once started, portable generators shall be capable of running continuously, without refueling, for the entire length of the event -- as long as the event is open to the public. Refueling a hot, portable generator, or storing fuel on site, **shall not be permitted**.
7. Assure that excess fuel is properly stored a MINIMUM of 50 feet from any tent or booth.
8. Each portable generator shall be inspected and approved by the Fire Inspector or the City Electrical Inspector (or their designee) before it may be started and used.
9. An approved fire extinguisher (with a minimum rating of 2A:20-B:C) shall be kept close to the generator. The approved fire extinguisher must have been commercially serviced within the past twelve (12) months. Proof of inspection shall be provided.
10. All generators shall be located away from the public and all public pathways with the use of a barrier. A barrier shall be installed around every generator so as to both prevent persons from tampering with electrical cords and to prevent persons from coming in contact with hot equipment. Fire department access to any generator must, at all times, be maintained.
11. Whenever commercial generators are used at an event, either a Fire Inspector or City Electrical Inspector shall perform a safety inspection prior to use of that generator.

### **Electrical and Extension Cords**

1. Extension cords shall be plugged directly into an approved receptacle, except for approved multi-plug extension cords, and shall serve only one portable appliance. No “pigtails”, splicing, or “daisy chaining”.
2. The ampacity of an extension cord shall not be less than the rated capacity of the portable appliance supplied by the cord. Never can a small cord supply a larger.
3. Extension cords shall be maintained in good condition without splices, deterioration, or damage.
4. Extension cords shall be grounded when serving grounded, portable appliances. Three-wire cords with the ground prong missing shall not be used.
5. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
6. Power cords shall be protected from physical damage and from being a tripping hazard. Power cords may be installed overhead and/or run through a PVC conduit or commercial wire chase if this is required to avoid a tripping hazard. Use of carpets, tape, or equivalent is prohibited.
7. Electric receptacles shall be ground fault protected (15 or 20 AMP).
8. Open Junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
9. All outdoor connections shall be listed for outdoor use.
10. All electrical cords shall be U.L.-listed electrical cords which are rated for outdoor use. **NO HOUSEHOLD OR NON-WEATHER-TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED.** All electrical wiring and devices shall be in compliance with the National Electrical Code.

### Power Cord Chart

<b>Maximum Load</b>	<b>Maximum Length</b>	<b>Minimum Gauge</b>
20 amps	100 ft	12 AWG
30 amps	50 ft	10 AWG
>30 amps	See site promoter, site electrician and/or Fire Inspector	

### Mobile Food Vehicles

**The following are requirements for ALL mobile food trucks and enclosed trailers:**

1. All trucks and enclosed trailers that produce grease-laden vapors must have a commercial hood per NFPA 1:50.2.1.9.
2. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. All employees working in the vehicle shall be trained in the proper use of the fire extinguishers. Fire extinguishers shall bear a current inspection tag validated within the past 12 months OR a receipt of purchase within the prior 12 months shall be available for inspection.
  - a. Vehicles using a liquid or gas fuel source shall have, at minimum, a 2A:20-B:C fire extinguisher. Vehicles using a solid fuel source shall have, at minimum, a 6L Class K fire extinguisher for solid fuel.
  - b. Vehicles that have a deep fat fryer shall have a 6L Class “K” rated fire extinguisher.
  - c. It is recommended that **all vehicles** have a 2A:20-B:C and a 6L Class “K” extinguisher located within or attached to the vehicle and near the means of egress.
3. Vehicles shall have a current vehicle inspection sticker.
4. Only rubber hose stamped “Approved for LP Gas” (used from tank to the attached black pipe that is secured to vehicle) shall be used to transport gas through the vehicle to appliances. Copper piping **SHALL NOT** be used.
5. LPG pressure relief valves shall be located a safe distance away from any ignition source (open flame or generator). We recommend a minimum distance of 5 feet.

6. The main system shutoff valves located on or closest to the fuel tanks which are sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words “PROPANE SHUTOFF VALVE or NATURAL GAS SHUTOFF VALVE”. These words must be permanently affixed to the outside of the vehicle in reflective decal material with letters that are a minimum of 2 inches in height.
7. Mobile or temporary cooking operations shall be separated from buildings or structures, combustible materials, vehicles, and other cooking operations by a minimum of 10 ft (3 m). NFPA 1:50.7.1.5, edition 2018
8. A “No Smoking” sign shall be posted either next to or directly above the propane container -- and be visible to the public. Such sign shall be posted with a minimum of 2-inch lettering.
9. DOT-approved LP tanks must be mounted at a minimum height of 46 inches above the ground.
10. Protection from vehicles: Guard posts or other approved means shall be provided to protect storage tanks and connected piping, valves and/or fittings that are subject to vehicular damage.

***Note: All vehicles are required to have a fire suppression system installed with the commercial hood.***

### **Amusement Rides**

All temporary and or permanent amusement rides in the City of Auburn shall meet one of the following conditions:

1. Be inspected annually by the Maine State Fire Marshal’s Office; **OR**
2. Be inspected annually by a certified, third party, amusement ride company.

**\*\* Note: All amusement rides will display a current, annual inspection sticker.**

Mechanical failure or personal injury report:

1. The owner or manager of an amusement ride or amusement attraction shall report a serious injury or mechanical failure to the Maine State Fire Marshal’s Office (SFMO) and the Auburn Fire Department immediately.
2. The amusement ride shall be taken out of service immediately.
3. The amusement ride shall not be repaired or manipulated until an inspection and or investigation has been performed by the SFMO.